

Position: Reentry Program Manager
Department: Juvenile Detention Center
Supervisor: Chief of Staff
Supervises: Reentry Program (assistant) Staff
Residents
FLSA Status: Exempt

Position Summary:

Implement the Sac and Fox Reentry Demonstration Program in order to enable secondary students to earn high school diplomas / GED while pursuing vocational technical training programs, within the context of their individual reentry plan. Incumbent works within a juvenile correction facility. Position promotes pro-social values, personal accountability and goal setting by utilizing peer group behavior management techniques. Incumbent responds to critical incidents by performing crisis intervention and prepares daily juvenile client progress reports including analyzing and documenting critical incidents.

Duties and Responsibilities:

- Develop assessment tool application – set up demos with impacted staff, determine if still federally desired program, negotiate funding, upgrades, and customization, etc.
- Submit a request for information from vendor community to determine available solutions.
- Coordinate input from those in intake, counseling and computer support as necessary.
- Responsible for budgeting for the program both within the Nation and with the federal government's reporting requirements.
- Determine confidentiality issues associated with coordinated agency approach, and issues surrounding lack of family involvement or denying continued program involvement.
- Research issues with systematic integrated approaches through research available, deploy and monitor for on-going improvement.
- Assessment data entry and updates.
- Family and legal proceedings coordination across communities of those detained, and ultimately with all counties as relationships are built across the state.
- Work with staff to determine current obstacles for better utilization of the facility with other Indian nations.
- Work with facility counselor to obtain accredited research supported curriculum in the areas of substance abuse, aggression replacement therapy, and other cognitive behavioral materials, to obtain sound program materials and implement into pilot program students and general population.
- Developing pool or resources for specific child needs.
- Mentoring matching – as part of the program goals.
- Continued assessment of the program and determination of program expansion where possible.

- Marketing Program Materials with others to expand use of the facility. Assist in this area but recommend the creation of a detailed marketing plan to include meetings, introductions, needs assessment, concerns, (of specific clients) etc., along with a schedule of tasks and responsibilities (to better understand who is responsible for what). Review issues that have presented a problem in this area in the past and determine mitigation plans.
- Incorporate staff skills development opportunities into the grant program as applicable.
- Research approaching grants (that could further support the program) and work with appropriate program staff to respond.
- Reentry grant submission requirements and reporting.
- Special activities planning and implementation.
- Statistical analysis of program success.
- Software development needs and coordination, update, training, etc.
- Conference attendance as needed as part of the program's needs and requirements.
- Development of opportunities to collaborate with members of the surrounding community and associated functions.
- Performs all related work as required and assigned by supervisor.

Education and Experience:

- One year of full-time professional experience in counseling and parole/probation, juvenile corrections, education, juvenile services, family/social services or a related area.
- Bachelor's degree for an accredited college or university
- Substitution accredited college training in any of the following areas may substitute for the required experience on a year for year basis: Behavioral Sciences; Criminal Sciences; Social Sciences; or related areas.
- One year experience working with juveniles in a residential or detention setting or two years providing juveniles with supervision in a formal setting.
- Good communication skills (written and oral) mandatory.

Special Requirements:

- Must successfully complete the Residential Child and Youth Care Professional Institute from University of Oklahoma National Resource Center for Youth Services or a similar state level Juvenile Training Academy.

Requirements:

- Valid Oklahoma Drivers license required (photocopy must accompany application)
- Valid Oklahoma Public Passenger Chauffeur's license (may be required)
- Must be able to work flexible hours
- At Least 21 Years of Age
- Must successfully pass OSBI Criminal background, Physical, Drug and TB screening

Employee's Signature	Date
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Supervisor's Signature	Date
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